



**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, MARCH 18, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, March 18, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Pat Prescott, and Ed Riggs were present. Commissioner Carl Ollison was not present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress and Clerk to the Board Tracy Boyd.

Chairman Bohmert called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the March 4, 2024 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Baskervill and seconded by Commissioner Forrest, the following resolution was unanimously approved.

**BE IT RESOLVED, the March 4, 2024 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.**

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda, and there were no motions made.

On a motion from Commissioner Baskervill and seconded by Commissioner Riggs, and unanimously approved, to move the Consent topics: 3) Request to approve Appointments to JCPC and 7) Request approval of CORE MOU to the Correspondence Agenda.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolutions were unanimously approved.

**BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved.**  
[23-24-175]

<i>Department:</i> Senior Services			#24-098
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 1,000.00	
104930-525100	Auto Supplies	\$ 1,000.00	
<i>Reason for Budget Revision:</i> To recognize revenue – deductible refund and increase Senior Services auto supplies for van repairs.			

Department: Senior Services

#24-099

**FISCAL YEAR 2023-2024**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104931-518100	FICA Expense	\$ 1,060.00	
104931-518101	Medicare Expense	\$ 249.00	
104931-518600	Workers Comp	\$ 133.00	
104931-512600	Salaries & Wages P/T		\$ 1,442.00

Reason for Budget Revision: To redistribute budget and to cover possible overruns.

Department: Senior Services

#24-100

**FISCAL YEAR 2023-2024**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104934-512100	Salaries & Wages	\$ 30,121.00	
104934-512700	Longevity	\$ 415.34	
104934-518100	FICA Expense	\$ 1,832.02	
104934-518101	Medicare Expense	\$ 429.00	
104934-518200	Retirement Expense	\$ 3,944.51	
104934-518300	Group Insurance	\$ 8,390.20	
104934-518600	Workers Comp	\$ 118.16	
104930-512100	Salaries & Wages		\$ 30,121.00
104930-512700	Longevity		\$ 415.34
104930-518100	FICA Expense		\$ 1,832.02
104930-518101	Medicare Expense		\$ 429.00
104930-518200	Retirement Expense		\$ 3,944.51
104930-518300	Group Insurance		\$ 8,390.20
104930-518500	Unemployment Insurance Benefit		\$ 118.16

Reason for Budget Revision: To redistribute budget and to cover possible overruns.

Department: Senior Services

#24-101

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104945-512100	Salaries & Wages	\$ 41,091.47	
104945-512700	Longevity	\$ 1,320.25	
104945-518100	FICA Expense	\$ 2,546.01	
104945-518101	Medicare Expense	\$ 595.50	
104945-518200	Retirement Expense	\$ 5,477.44	
104945-518300	Group Insurance	\$ 8,402.76	
104945-518600	Workers Comp	\$ 326.72	
104930-512100	Salaries & Wages		\$ 41,091.47
104930-512700	Longevity		\$ 1,320.25
104930-518100	FICA Expense		\$ 2,546.01
104930-518101	Medicare Expense		\$ 595.50
104930-518200	Retirement Expense		\$ 5,477.44
104930-518300	Group Insurance		\$ 8,402.76
104930-518500	Unemployment Insurance Benefit		\$ 326.72

Reason for Budget Revision: To redistribute budget and to cover possible overruns.

Department: Sheriff Department

#24-102

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-529000	Departmental Supplies	\$ 4,000.00	
104320-535600	M & R Buildings		\$ 4,000.00

Reason for Budget Revision: To move funds to cover requested supplies and other needs in the jail.

Department: Animal Control

#24-103

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 120.00	
104380-529000	Departmental Supplies	\$ 120.00	

Reason for Budget Revision: To recognize revenue received from Micro-Chip Clinic in Reelsboro and increase Animal Control departmental supplies.

Department: Finance Department

#24-104

**FISCAL YEAR 2023-2024**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104130-529000	Departmental Supplies	\$ 1200.00	
104130-555000	Capital Outlays		\$ 1200.00

Reason for Budget Revision: To cover potential overruns this fiscal year.

Department: New School Grant

#24-105

**FISCAL YEAR 2023-2024**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
130226-435940	NBPSCF Grant	\$ 3,000,000.00	
135911-500000	Expenditure	\$ 3,000,000.00	

Reason for Budget Revision: To increase budget for New School Construction Grant and expenditures.

Department: Jail

#24-106

**FISCAL YEAR 2023-2024**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104320-529000 MAJ	Departmental Supplies	\$ 4,000.00	
104320-555000	Capital Outlays		\$ 4,000.00

Reason for Budget Revision: To cover the cost of replacing two computers that are very close to crashing and other needs in the jail.

<i>Department:</i> Sheriff Department			#24-107
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-535300	M & R Auto	\$ 6,000.00	
104310-555000	Capital Outlays		\$ 6,000.00
<i>Reason for Budget Revision:</i> To cover current and unknown M&R auto cost(s) that might be incurred between this date and July 1, 2024.			

<i>Department:</i> Public Buildings			#24-108
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105000-529000 MAJ	Departmental Supplies		\$ 9,000.00
105000-535600	M & R Buildings	\$ 9,000.00	
<i>Reason for Budget Revision:</i> To cover AC compressor repairs.			

**BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon. [23-24-176]**

**BE IT RESOLVED, the request for approval of YMCA Camps Proposed Fireworks Schedule, is hereby approved. [23-24-178]**

**BE IT RESOLVED, the request approval to release a GAP Bill of \$22.64 issued to Marsha Hamilton, is hereby approved. [23-24-179]**

**BE IT RESOLVED, the request to approve Contract with Maximus to Provide Annual Cost Allocation Plan, is hereby approved. [23-24-180]**

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Riggs and seconded by Commissioner Prescott, the following resolution was unanimously approved.

**BE IT RESOLVED, the request to approve the following Appointments to JCPC, are hereby approved: [23-24-177]**

**Melanie Dixon, Health Director Slot**

**Marlo Blake, Chief Court Counselor Slot**

**Laura Grove, Substance Abuse Slot**

On a motion made by Commissioner Riggs and seconded by Commissioner Forrest, the following resolution was unanimously approved.

**BE IT RESOLVED, the request to reconsider the approval of CORE MOU with an effective date of March 4, 2024, is hereby approved.** [23-24-181]



N.C. Department of Commerce  
Rural Economic Development Division  
NC Main Street & Rural Planning Center  
Rural Planning Program

**MEMORANDUM OF UNDERSTANDING  
CREATING OUTDOOR RECREATION ECONOMIES (CORE) PROJECT  
COUNTY of PAMLICO, NC**

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Main Street & Rural Planning Center, Rural Planning Program (“Program”), and the County of Pamlico, NC, (“County”), and together the “Parties,” for the purpose of setting out the terms and understandings between the Parties for the Program to provide Creating Outdoor Recreation Economies services to the County.

**WHEREAS**, as part of the North Carolina Department of Commerce, the state’s lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to local community economic development efforts.

**WHEREAS**, through its American Rescue Plan Travel, Tourism & Outdoor Recreation program, the U.S. Economic Development Administration focused resources to accelerate the recovery of communities that rely on the travel, tourism, and outdoor recreation sectors. This included a non-competitive “State Tourism Grant” to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.

**WHEREAS**, as part of North Carolina’s successful request for a State Tourism Grant, the Program developed a technical assistance initiative to provide outdoor recreation economy strategic planning and asset development services to rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies (“CORE”), is intended to leverage the abundant outdoor recreation assets available across the state to bolster local economic vitality.

**WHEREAS**, the County applied to receive CORE services and subsequently met with the Program to identify the strategic planning process, asset development and other plan implementation services, and work products that would suit the County’s needs (“CORE Project”), including the roles and responsibilities of the Parties, the involvement of other partners, as well as the projected timeframe to complete the CORE Project.

**WHEREAS**, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Program may share successful “best

practices” with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.

**The Program and the County agree as follows:**

**8. Scope of Work**

***Primary Services***

The primary services to be provided by the Program for the County’s CORE Project include the following:

- a. Outdoor Recreation Asset Mapping – A review of any current asset mapping initiatives and relevant updates.
- b. Outdoor Recreation Economy Strategic Planning – A series of meetings with a local work group and County staff to develop strategies for growing the County’s outdoor recreation economy. Some components of this process are outlined below but may be adjusted to meet the needs of the County.

***Community Assessment***

The Program will facilitate one or more assessment meeting(s) with a local work group to include, but not be limited to:

- i. Presentation of general information about the outdoor recreation economic sector, as well as relevant outdoor recreation economy and other data.
- ii. Discussion of local outdoor recreation assets and how they relate to the local economy.
- iii. Presentation and discussion of results of interviews, surveys, and other input gathered during the Community Assessment from the local work group, stakeholders, and the community regarding outdoor recreation and the economy.

***Development of an Outdoor Recreation Economy Strategic Plan***

Following the Community Assessment, the Program will work with the local work group and County staff to develop a strategic plan focused on the local outdoor recreation economy. The Community Assessment will inform the identification and development of an outdoor recreation economy-building positioning statement/vision, strategies, goals, objectives, actions/projects, and tasks that will comprise the outdoor recreation strategic plan.

- c. Asset Development and Other Plan Implementation Services – Once the Outdoor Recreation Asset Mapping, if applicable, and the Outdoor Recreation Economy Strategic Planning have been completed, the Program will work with County staff, the local work group, and other project partners, to determine the asset development and plan implementation services that may be the most beneficial for the community’s outdoor recreation economy-building efforts, potential resources for acquiring such services, and the timeframe(s) within which the services should be pursued.

***Pamlico County Roles and Responsibilities***

- 7. Local Work Group - The County will be responsible for assembling a local work group to participate in the CORE Project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators,

## 8. Signatures

The Program and County agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives, on duplicate originals.

**NORTH CAROLINA DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
NC MAIN STREET & RURAL PLANNING CENTER  
RURAL PLANNING PROGRAM**

\_\_\_\_\_  
Karen C. Smith, AICP  
Rural Planning Program Manager

\_\_\_\_\_  
Date

**COUNTY OF PAMLICO, NC**

\_\_\_\_\_  
[Name of Board of Commissioners Chair], Chair  
County of Pamlico, NC

\_\_\_\_\_  
Date

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On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

**BE IT RESOLVED, the request for approval to Solicit RFQ for Architectural Services related to implementing recommendations that were identified in the Building/Space Study, is hereby approved.** [23-24-182]

On a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the following resolution failed by a vote of 3:3, to table the approval of Fire Prevention and Protection Ordinance and Buildings and Building Regulations for 30 days. (Ayes: Baskervill, Brinson, Bohmert. Nays: Riggs, Prescott, Forrest)

On a motion made by Commissioner Forrest and seconded by Commissioner Riggs, the following resolution was approved to table the approval of Fire Prevention and Protection Ordinance and Buildings and Building Regulations until the next regular meeting on April 1, 2024. [23-24-183]

On a motion made by Commissioner Baskervill and seconded by Commissioner Forrest, the following resolution was unanimously approved.

**BE IT RESOLVED, the approval to Build a Rock Drive for \$5,000 for Emergency Response Boat, is hereby approved.** [23-24-184]

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.



**BE IT RESOLVED, the request for approve Funding Offer of \$3,362,000, DEQ Project Number SRP-D-134-0010 and authorize the Chair, County Manager and Finance Officer to sign documents, is hereby approved.** [23-24-185]

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

**BE IT RESOLVED, the approval of Completing Access to Broadband (CAB) Pamlico County Scope of work, is hereby approved.** [23-24-186]

On a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the following resolution was unanimously approved.

**BE IT RESOLVED, the approval of Cutter Bay Subdivision, is hereby approved.** [23-24-187]

On a motion made by Commissioner Riggs and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

**BE IT RESOLVED, the approval of Waterline Extension Application for Cutter Bay Subdivision, is hereby approved.** [23-24-188]

On a motion made by Commissioner Riggs seconded by Commissioner Prescott, and unanimously approved, the Board went into Closed Session for discussion on 15) To Discuss Hire Rate for PH Nurse II regarding Personnel [N.C.G.S. § 143-318.11(a)(6)]. Time Recorded: 7:45pm

No action was taken in Closed Session.

On a motion made by Commissioner Brinson, seconded by Commissioner Riggs, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:09pm

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Baskervill, the Board recessed until the Budget Retreat Meeting on Wednesday, March 20, 2024 at 9:00am at Camp Seafarer. The next regular meeting will be on Monday, April 1, 2024 at 7:00pm. Time Recorded: 8:21pm.

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Chairman

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Clerk to the Board